



16 FEBRUARY 2012

Transportation

***PREPARATION AND MOVEMENT
OF AIR FORCE CARGO***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 78 LRS/LGRDF

Certified by: 78 MSG/CC
(Col Roger F. Johnson)

Supersedes: RAFBI24-203, 6 June 2008

Pages: 20

This instruction implements AFD 24-2, *Preparation and Movement of Air Force Materiel and AFD 21-2, Munitions*, and implements AFI 21-201, *Conventional Munitions Maintenance Management* and AFI 24-203 *Preparation and Movement of Air Force Cargo*. It provides instructions relative to the receipt, issue, security, safety, and packaging of DoD Hazard Class/Division 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6 explosive material. It also sets forth procedures for alerting ground fire protection and aircraft rescue facilities along with required base supporting activities of the anticipated arrival or departure of aircraft or motor vehicles transporting Classes 1.1, 1.2, and 1.3 explosive cargo. It applies to the 78th Air Base Wing (78 ABW) and WR-ALC/QL. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance AFMAN 33-363, *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This publication has been updated to reflect current office symbols. The responsibility of inspecting Arms Ammunitions & Explosive (AA&E) laden vehicles destined for 78 LRS organizations will be performed by the 78 LRS/LGRDF Section. Escort responsibility of vehicles has changed from TMO to 78th Security Forces.

1.	Objectives.	2
2.	Responsibilities.	2

3.	Policies:	3
4.	Safety and Security:	4
5.	Receipt/Shipment Procedures:	4
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		8
Attachment 2—78 LRS/LGRDF CHECKLIST PERSONAL PROPERTY		11
Attachment 3—78 SFS CHECKLIST EXPLOSIVE LADEN VEHICLES SAFE PARKING/SAFE HAVEN		12
Attachment 4—MUNITIONS CHECKLIST		14
Attachment 5—COMMAND POST CHECKLIST		15
Attachment 6—MUNITIONS EXPLOSIVE ROUTES (FOUO)		16
Attachment 7—DEPARTMENT OF DEFENSE FORM 626 INSPECTION CHECKLIST		17

1. Objectives.

1.1. Proper inspection, receipt, storage and distribution of Arms Ammunitions & Explosive laden vehicles (AA&E) during duty and after-hour operations.

2. Responsibilities.

2.1. All personnel involved in the reception, handling and storage of hazardous/sensitive cargo must be familiar with Robins AFB Explosives Safety Program.

2.2. The following functional areas will establish and maintain procedures in support of this instruction: Logistics Readiness Squadron, Security Forces Squadron, Command Post and Weapons Safety. Glossary, Terms Explained ([Attachment 1](#)), Inspection Checklist/LGRDF ([Attachment 2](#)), Inspection Checklist/SFS ([Attachment 3](#)), Inspection Checklist/LGRW ([Attachment 4](#)), Inspection Checklist/Command Post ([Attachment 5](#)), Robins AFB Primary and Alternate Explosive routes ([Attachment 6](#)). DD Form 626 Motor Vehicle Inspection Checklist ([Attachment 7](#)). 402 AMXG, 561 AMXS/MXDPD (F-15 SOP #22 *ARMAMENT: HANDLING OF EXPLOSIVES*, DATED 4 OCT 2007.)

2.3. The following general responsibilities for all functional areas apply:

2.3.1. Logistics Readiness Squadron/LGRDF is the OPR for this instruction. Evaluate RAFBI 24-203 annually and make required changes conforming to Department of Defense/Air Force standards.

2.3.2. Personal Property Office (PPO): Maintain standby procedures/roster for inspection of vehicles and receipt of AA&E marked for 78 LRS/LGRW (FV2060 and FV2067).

2.3.2.1. Coordinate on all AA&E laden vehicles and conduct inspection utilizing DD Form 626, *Motor Vehicle Inspection* ([Attachment 7](#)), marked for 78 LRS/LGRW (FV2060 and FV2067).

- 2.3.2.2. Coordinate with Surface Deployment and Distribution Command (SDDC) when installation provides services not covered by bill of lading/normal contracting procedures.
- 2.3.2.3. Maintain and provide standby procedures/roster to Command Post allowing notification capability on a 24-hour basis.
- 2.3.3. Security Forces: Designate preferred entry control points.
 - 2.3.3.1. Routes to be traveled by vehicle. SFS will conduct a joint pre task safety briefing on the AA&E route prior to munitions movement from Gate 4 (see [Attachment 6](#)).
 - 2.3.3.2. Maintain AA&E laden vehicle at Gate 4 until which time it is inspected by Security Forces. Provide escort to offloading/on-loading points and again upon departure from Robins AFB.
 - 2.3.3.3. Coordinate additional security requirements with owner/user.
- 2.3.4. Munitions: Maintain and provide standby procedures/roster to Command Post allowing notification capability on 24-hour basis.
 - 2.3.4.1. Offload/on-load explosives.
- 2.3.5. 78 ABW Safety Office: Coordinates all safety requirements in the movement of AA&E within Robins AFB.
 - 2.3.5.1. Ensures Robins AFB cited Secure Holding Area through the SDDC/DTTS IAW DTR4500.9R Chapter 205 Par. Q.1.1 and also DOD 6055.9-STD.
 - 2.3.5.2. Cites approval for transportation routes of munitions on Robins AFB to include Quantity Distance (QD) safety requirements for 1.1, 1.2, 1.3, 1.4 explosives IAW DoD6055.9-STD.
 - 2.3.5.3. Maintain and provide standby procedures/roster to Command Post allowing notification capability on a 24-hour basis.

3. Policies:

- 3.1. WR-ALC only accepts explosives receipts via commercial surface carrier Gate 4, commercial gate during delivery window specified by the receiving unit: FX2066 or FX 2372, WR-ALC/GRQ DSN 468-8678 or, DSN 468-8670, and FV2067 and FV2060, 78LRS/LGR W, DSN 468-3640 or 78 ABW/XPP, DSN 468-2396.
- 3.2. Do not, under any circumstances, unload, temporarily hold, or handle explosives at any place other than the authorized explosives storage/operating locations.
- 3.3. Never allow the explosive weight to exceed established limits. Depending on mode of transportation, maintain compatibility as shown in AFMAN 24-204, AFMAN 91-201, and Title 49 CFR.
- 3.4. Expose only the minimum number of personnel to the minimum amount of explosives for the minimum amount of time consistent with efficient operations.
- 3.5. Off base shipments of explosives by surface commercial carriers are preferred during the hours of 0730-1530, Monday through Friday.

3.6. Give workload priority to munitions receipts arriving by commercial surface carrier. To limit unnecessary base exposure to explosive hazards, carriers will be received at commercial vehicle gate and escorted to and from the download area via primary and alternate explosive transportation routes. Exception: No escort is required for non-explosives loaded carriers exiting the base. Download and store as quickly as possible.

3.7. Notify 78 CEG/CEF, DSN 468-3487 or DSN 468-3488, Emergency Communications Center (ECC) of any movement of hazard class/division 1.1, 1.2, or 1.3 explosives; designated explosives transportation routes must be followed. See Tab F-6, Base General Plan, 78 CES/CECP.

3.8. All personnel must receive initial Explosive Safety training before performing these duties, and annual refresher training thereafter (see AFI 91-202) contact 78 ABW/SEW, DSN 468-3430 for assistance.

4. Safety and Security:

4.1. Handle explosives carefully. Do not tumble, drag, throw, drop, roll, or manually “walk” large containers into position.

4.2. Handle explosives under the supervision of competent personnel who thoroughly understand the hazards and risks involved. It should be stressed to all personnel handling explosives that their own safety and the safety of others depends on intelligent, skillful, and careful munitions handling procedures demonstrated by all involved.

4.3. Ensure all personnel are briefed on the hazards involved, the emergency evacuation distance in the event of a mishap, personnel/explosive limits, and emergency procedures (who fights fire, who notifies 78 CEG/CEF, etc), prior to beginning an explosive operation.

4.4. 402 AMXG, 561 AMXS/MXDPD Egress Personnel will strictly comply with all procedures covering receipt, storage, handling and transportation of explosive materials as directed by F-15 SOP # 22, *ARMAMENT: HANDLING OF EXPLOSIVES*, dated 4 Oct 2007. Bldg 9 is in explosive arc. Explosive vehicles are authorized temporary parking for minimal time at Bldg 9. These vehicles are in transportation mode, and Quantity-distance (Q-D) criteria does not apply IAW AFMAN 91-201 Para 12.67.5 “Q-D criteria does not apply to munitions and explosives in the transportation mode. Take precautions to ensure minimum exposure of people and property during all phases of transportation. The time munitions and explosives are in the transportation mode must be limited to the absolute minimum necessary to complete the task.”

4.5. All safety and security requirements will be strictly enforced. Refer to AFMAN 91-201 for guidance.

5. Receipt/Shipment Procedures:

5.1. Receipt of Explosive Shipments by Aircraft:

5.1.1. Explosive items marked for FX2066 and FX2372 accounts will be processed only by the Specialized Management Directorate (WR-ALC/GRQ). Items marked for FV2067 and FV2060 are property of 78 LRS/LGRW (Munitions Operations).

5.1.2. The Deployment and Distribution Flight (78 LRS/LGRDA) Chief/Shift Manager Responsibilities:

5.1.2.1. Monitors and controls an aggregate net explosive weight (NEW) of explosive shipments on hand awaiting airlift by load and storage group.

5.1.2.2. Enforces all safety requirements during loading/unloading, or when processing subject material in the Air Freight Terminal area.

5.1.2.3. Ensures adequate lighting is available during nighttime operations.

5.1.2.4. Briefs personnel on the hazards involved, evacuation distances, and emergency procedures to follow in the event of a mishap.

5.1.2.5. Advises the supervisor of the expected time of arrival of explosives and the NEW when told of arrival of aircraft with explosive cargo.

5.1.2.6. Notifies the 78th Operations Support Squadron (78 OSS) and Robins Command Post in advance of estimated arrival/departure of aircraft with any explosive cargo aboard. Includes the destination, type cargo, number of pieces, DoD classification, weight, NEW, and designated parking spot.

Note: Explosives-laden aircraft parking will be IAW RAFBI 13-203 [C.B.1], *Air Traffic Control and Airfield Operations*, paragraph 2.14 [C.B.2], or as coordinated with 78 OSS/OSAB, Airfield Management.

5.1.2.7. Transfers responsibility for terminating munitions cargo by air to LGRW. All inbound explosives for LGRW, regardless of hazard class or security classification, should be directed to the MSA.

5.1.3. 78 LRS/LGRDA/RAMPCO/CARGO Supervisor responsibilities:

5.1.3.1. Ensures aircraft are properly grounded, appropriate fire extinguishers are readily available in the vicinity before commencing loading/unloading operations, and fire symbols are posted.

5.1.3.2. Posts appropriate fire/chemical hazard symbols where they will be visible from each avenue of approach subject to be used by responding emergency forces, and notifies 78 CEG/CEF, (ECC) DSN 468-3487, of the parking location for aircraft containing explosive cargo.

5.1.3.3. Halts all other operations, such as refueling the aircraft, when loading or unloading explosives or if lightning within 5NM of aircraft.

5.1.3.4. Removes cargo from the aircraft promptly, always observing safety and security precautions. Removes fire symbols, and notifies 78 CES/CECP, ECC when explosive cargo is removed from aircraft.

5.1.3.5. Secures all explosive cargo to a wooden or 463L pallet before being moved by a forklift. Forklift operators ensure this type of cargo is handled and moved in a manner to prevent falling.

5.1.3.6. Loads/unloads all DoD Hazard Class/Division 1.1, 1.2, and 1.3 (> 100 lb) explosives at the Hot Cargo Pads (Base General Map 78 ABW/CEG).

5.1.3.7. Loads/unloads all DoD Hazard Class/Division 1.3 (< 100 lb) and 1.4 explosives at designated aircraft parking areas.

5.1.3.8. If any item is too large for storage in igloos, and requires constant surveillance, the supervisor in charge will call the 78th Security Forces Squadron Operations Flight (78 SFS/SFO) desk sergeant, DSN 468-2187, and request a guard for surveillance of category I items. Owner/user personnel will perform security surveillance for category II, III, and IV items.

5.1.3.9. Advises the 78th Civil Engineer Group Fire Protection Division (78 CEG/CEF) ECC, DSN-468-3487 or DSN 468-3488, on the movement of explosives by DoD Class and Division (except 1.4) and fire/chemical hazard symbols when material is placed in or removed from munitions storage structure.

5.1.3.9.1. Ensures appropriate fire/chemical hazard symbols are displayed while explosive material is awaiting shipment. Supervisor will make certain appropriate fire/chemical hazards symbols, extinguishers, and placards are displayed at all times and in the appropriate positions.

5.1.4. 78 CEG/CEF Responsibilities:

5.1.4.1. Provides on-site fire/crash protection for the explosives incident or during landing and takeoff of the affected aircraft, as required upon notification of emergency.

5.1.4.2. Provides standby fire protection during on base movement, when notified by 78 SFS/SFO, 78 LRS/LGRDA, WR-ALC/QL, 78th Air Base Wing Programs Division (78 ABW/XPP), or Robins Command Post.

5.1.5. 78 SFS/SFO:

5.1.5.1. Provides required security per AFI 31-301, *Air Base Defense*, applicable instructions and ([Attachment 3](#)) of this instruction.

5.1.5.2. Provide security escort to MSA or Secure Explosive Holding Area.

5.1.6. Weapons Safety Office (78 ABW/SEW): Gives technical advice on explosive safety issues (DSN 468-3430).

5.1.7. 78 OSS:

5.1.7.1. Directs aircraft loaded with munitions to the designated ammunition loading and unloading areas by a "FOLLOW ME" vehicle. Transient alert personnel will ensure engines are shut down, and necessary ground power equipment is connected, before a loading/unloading operation commences.

5.1.7.2. Upon receipt of arrival/departure information of aircraft transporting hazardous cargo, records all applicable information on Prior Permission Required (PPR) Log.

5.1.7.3. Advises the 78 LRS Deployment and Distribution Flight (78 LRS/LGRDA) of all DoD Hazard Class 1 explosives cargo movements by aircraft.

5.1.8. Contact Security Forces, DSN 468-2187, if munitions are suspected of being lost or missing.

5.2. 78 LRS/LGRDF Responsibilities:

5.2.1. After-hours standby personnel respond to notification within 60 minutes from Command Post or Security Forces Law Enforcement desk. Annotate time which contacted and date.

5.2.2. Conduct inspection utilizing the DD Form 626. Annotate records as required.

5.2.2.1. Conduct inspection utilizing the DD Form 626 for AA&E shipments marked for 78 LRS/LGRW (FV2060 and FV2067). Annotate records as required. Security Forces will escort to MSA or Secure Explosive Holding Area.

MITCHEL H BUTIKOFER, Colonel, USAF
Installation Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-201, *Conventional Munitions Maintenance Management*

AFMAN 23-110, *USAF Supply Manual*

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFH 31-223, *The Air Force Resource Protection Program*

AFMAN 91-201, *Explosives Safety Standards*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFJMAN 23-215, *Reporting of Supply Discrepancies*

DOD 4500.9-R, *Defense Transportation Regulation (DTR), Part II, Cargo Movement*

DOD 6055.9-STD *DOD Ammunition and Explosives Safety Standard*

MIL-HDBK-701, *Blocking, Bracing and Skidding of Industrial Plant Equipment for Shipment and Storage.*

Technical Order 11A-1-46, *Fire Fighting Guide*

Title 49, *Code of Federal Regulations (CFR)*

AFI 31-101, *The Air Force Physical Security Program*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

AFB—Air Force Base

DOD—Department of Defense

ECC—Emergency Communications Center

ESM—Explosives Safety Manager

MSA—Munitions Storage Area

N.E.W.—Net Explosive Weight

RCP—Robins Command Post

REPSHIP—Report of Shipment

SDDC—Surface Deployment and Distribution Command

SFS—Security Forces Squadron

PPO—Personal Property Office

Terms

Ammunition—includes cartridges, projectiles, grenades, bombs, pyrotechnics, and mines, together with projectiles such as bullets, shots, and their necessary primers, propellants, fuses, and detonators

Emergency—Any “*situation*” associated with in transit DOD AA&E or OSM that endangers the material itself, the general public, the transporting carrier’s personnel/equipment/facilities, or threatens national security due to loss of Ordnance related high technology. The broad term “*Situation*” is intended to include, but not be limited to, accidents, fire, hijacking, theft, civil disturbance, equipment failure, labor strikes, natural disasters, and threatened or real attack.

Explosives—include any chemical compound mixture or device having the primary or common purpose, which is to function by explosion with substantially instantaneous release of gas and heat.

Net Explosive Weight (NEW)—The total of explosive material or high explosives equivalency, in each item or round, to be used when applying Q-D criteria of other standards. The correct net explosive weight for each item or round is in TO 11A-1-46. Explosive Q-D limits for munitions storage areas; loading areas, Air Terminal, and temporary in transit storage are defined in Tab F-6, Base General Plan, and 78 CES/CECP. No facilities are available to accept rail shipments of ammunition or explosives at Robins AFB.

Nonnuclear Munitions—Munitions identified by security risk category codes, and will be given protection according to AFH 31-223, *The Air Force Resource Protection Program* (DoD category I - Very High Risk, DoD category II - High Risk, DoD category III - Medium Risk, DoD category IV - Low Risk)

Quantity—Distance (QD)—The minimum prescribed distance between an exposed site (ES) and a potential explosion site (PES) which is described in terms of inhabited building (IB), public traffic routes (PTR), inter magazine, etc.

Safe Parking—Department of Defense (DoD) and Department of Energy (DoE) agreement that covers the temporary storage of DOE shipments of transuranic waste material.

Secure Explosives Holding Area—For Motor Vehicles Transporting Ammunition and Explosives. An area designated for the temporary parking of commercial carriers' motor vehicles transporting DoD-owned AA&E. To provide secure holding of CAT I and II AA&E, the area must be under constant surveillance or be equipped with intrusion detection systems (IDS)/closed circuit television (CCTV). Secure explosives holding areas must meet site approval requirements of Paragraph C5.5.9, DoD 6055.9-STD, DoD Ammunition and Explosives Safety Standards.

Secure Holding—Assistance provided by a DoD and contractor facilities to a commercial carrier transporting arms, ammunition, and explosives or classified shipments and CCI by providing secure holding areas in the interest of public safety and national security

Secure Holding Location—A DoD or contractor designated for the temporary parking of commercial carriers' motor vehicles transporting Categorized AA&E or classified materials

Suspect Vehicle Site—A designated location for temporarily parking vehicles suspected of containing explosives. At present there is no suspect vehicle site available for use at Robins

AFB. If a suspect vehicle is encountered contact the safety office (78 ABW/SEW), DSN 468-3430, for assistance.

SDDC Operations Center—Surface Deployment and Distribution Command 24-hour contact numbers 1-800-524-0331, 1-800 826-0794 or commercial (757) 878-8141.

Temporary Holding Area—Parking for commercial vehicles carrying classified or explosives on base during non-duty hours for security reasons.

Attachment 2

78 LRS/LGRDF CHECKLIST PERSONAL PROPERTY

Table A2.1. 78 LRS/LGRDF Checklist Personal Property

INSPECTION & CONVEYANCE OF EXPLOSIVE LADEN VEHICLES CHECKLIST	
Initial Notification _____	Date/Time Contacted _____
<p>_____ 1. Command Post will contact after-hours personnel on call.</p> <p>_____ 2. Standby personnel respond within 60 min at Gate 4 (truck entry).</p>	
Conduct Inspection _____	Date/Time Completed _____
<p>_____ 3. Duty personnel will then verify cargo destination. Cargo marked for FV2067 or FV2060 (78 LRS/LGRW) will be directed under escort to the MSA (Munitions Storage Area) after the DD626 has been completed the receiving entity.</p> <p>_____ 4. The DD Form 626 will be filled out with the appropriate times and dates in the destination fields of the form. A copy of the completed form will be maintained for office records. Duty personnel must ensure to check driver(s) credentials (IE. medical examiners certificate, valid driver's license, and all other required documents as needed for expirations.</p> <p>_____ 5. Inspect all items as if CVSA certificate is not current.</p> <p>_____ 6. Ensure the seals have been applied as well as proper placards are being utilized for the load being transported. In addition, validate whether or not the proper documentation has been provided (ie. copy of DD Form 626, shipping papers, and DoT permit 868 if required).</p>	
Escort Procedures _____	Date/Time Contacted/Name POC _____
<p>_____ 7. Escort by SFS MUST be provided to the final destination utilizing the approved transit route. After-hours, shipment will be directed to Bldg 65. Notify Command Post at DSN 497-2612 and Base Operation at DSN 468-2114/2115 that the explosive laden vehicle is being stored/positioned at Bldg 65 and will be escorted for off-load to the final destination first thing the next duty day.</p> <p>NOTE: Vehicles which require armed escort will not be moved from Gate 4 until armed escort is on scene.</p> <p>_____ 8. The next duty day, prior to movement of explosive laden vehicle from Bldg 65 call Command Post at DSN 497-2612 and Base Operations at DSN 468-2114/2115 before escorting to final destinations.</p>	
Documentation:	
<p>_____ 9. Review documentation and ensure the paperwork is completed in its entirety. Once documentation is complete, file documents in the file system at PPO for shipments marked for 78 LRS/LGRW (FV2060 and FV2067).</p>	
Remarks:	
<p>These procedures are not all inclusive; each individual must exercise tact and diplomacy with the mindset to accomplish the overall mission/objective.</p>	

Attachment 3

78 SFS CHECKLIST EXPLOSIVE LADEN VEHICLES SAFE PARKING/SAFE HAVEN**Table A3.1. 78 SFS Checklist Explosive Laden Vehicles Safe Parking/Safe Haven**

QUICK REFERENCE CHECKLIST #67

UPDATED 2 Sep 11

FOR OFFICIAL USE ONLY WHEN FILLED IN

_____ Safe Parking - Page 1

_____ Safe Haven (Hostile/Non-Hostile) – Page 2

TEMPORARY HOLDING/MUNITIONS DELIVERY:

_____ 1. Notified by _____ Phone _____

_____ 2. Time _____ Date _____

_____ 3. Notify RCP at 497-2612 and Fire Dept.

_____ 4. Entry Controller will check Bill of Lading for one of the following designators:

_____ a. FV2067 – 78 LRS/LGRW

_____ c. FB2065 – DLA

_____ b. FX2066 & FX2372 – WR-ALC/GRQ

_____ d. FV2060 – 78 LRS/LGRW

_____ 5. Flight Chief will proceed to make contact with the driver. Once on-scene, Flight Chief will contact SFS/S3O at 472-1981, 472-1982, or 468-4477.

_____ 6. Time, location and name of receiving personnel upon arrival _____

_____ 7. Upon arrival, receiving personnel will verify the shipment and the 78 SFS will escort vehicle to appropriate location.

_____ 8. When receiver (78 LRS, WR-ALC/GRQ, or DLA) relays the vehicle is at its final destination, no further SFS assistance is required. **NOTE: 78 SFS will not provide security detail for the vehicle once in place at final destination. Owner/user personnel are required to provide their own armed security.

_____ 9. Notify RCP and Fire Dept. upon termination

NOTE: WR-ALC/GRQ GMV and Boyle Transportation will have DD1149 in lieu of GBL. WR-ALC/GRQ personnel have courier letter and do not require escort. WR-ALC/GRQ personnel will escort FX2066 & FX2372 shipment. At no time will any other explosive laden vehicle leave Gate 4 without prior inspection.

FOR MUNITIONS ROUTES REFER TO ATTACHMENT 6, ROBINS AFB PRIMARY AND ALTERNATE EXPLOSIVES ROUTES.

SAFE HAVEN HOSTILE/NON-HOSTILE:

_____ 1. Notified by: _____ Phone _____

_____ 2. Time _____ Date _____

_____ 3. Location (Gate) _____

_____ 4. For Hostile conditions continue, otherwise proceed to step 5.

a. Advise gate personnel to identify personnel (Bill of Lading & Driver's License), allow unimpeded entry for shipment vehicles, close inbound lanes and TAKE COVER. Direct

shipment to a safe location at least three blocks beyond the installation gate

- b. Type of Hostility _____
- c. Dispatch a patrol to respond to the location of the vehicle to escort to Bldg #65
- d. Dispatch patrol/security unit to secure shipment and escort convoy to the suspect holding area adjacent to Bldg #65, between Taxiways Bravo, Charlie and the Active runway and Taxiway Hotel.

NOTIFICATIONS

- _____ a. RCP (request for safe haven and to notify on-call Base Munitions)
 - _____ 5. Notify the following: Airfield Management and Fire Department prior to proceeding to Bldg #65
 - _____ 6. If not previously accomplished, verify the vehicle's Bill of Lading and have them stand by at Gate-4 Search Area until arrival of receiving personnel.
 - _____ 7. In the event receiving personnel does not respond within 60 minutes, contact RCP and check status.
 - _____ 8. Time, location and name of receiving personnel upon arrival _____
 - _____ 9. Upon arrival, receiving personnel will verify the shipment, perform inspection and the 78/SFS will escort vehicle to appropriate location
 - _____ 10. When receiving personnel relays the vehicle is at its final destination, no further SFS assistance is required.
- ***NOTE:** 78 SFS will not provide security detail for the vehicle. Owner/user personnel are required to provide their own armed security.
- _____ 11. Notify RCP [C.B.3] and Fire Dept. upon termination

Attachment 4

MUNITIONS CHECKLIST

Table A4.1. Munitions Checklist

	YES	NO
Upon notification of cargo arrival by SFS/PPO during duty hours: - Respond to Munitions Storage Area (MSA) and prepare to store/ship cargo.		
a. INCOMING:		
(1) Offload cargo from explosives laden vehicle.		
(2) Store cargo in transit storage bay.		
(3) Notify fire department of fire symbol.		
(4) If vehicle has explosives remaining onboard, notify SFS for escort.		
(5) In-transit explosive shipments not destined for Robins AFB and approved for entry by the wing commander will be parked at building 65.		
b. OUTBOUND:		
(1) Upload cargo on explosives laden vehicle from in transit storage bay.		
(2) Notify fire department if there is a fire symbol change.		
(3) Contact DDWG for Safety Blocking and Bracing inspection		
(4) Secure area, notify SFS/Fire Department/RCP of departure from MSA.		

Attachment 5

COMMAND POST CHECKLIST

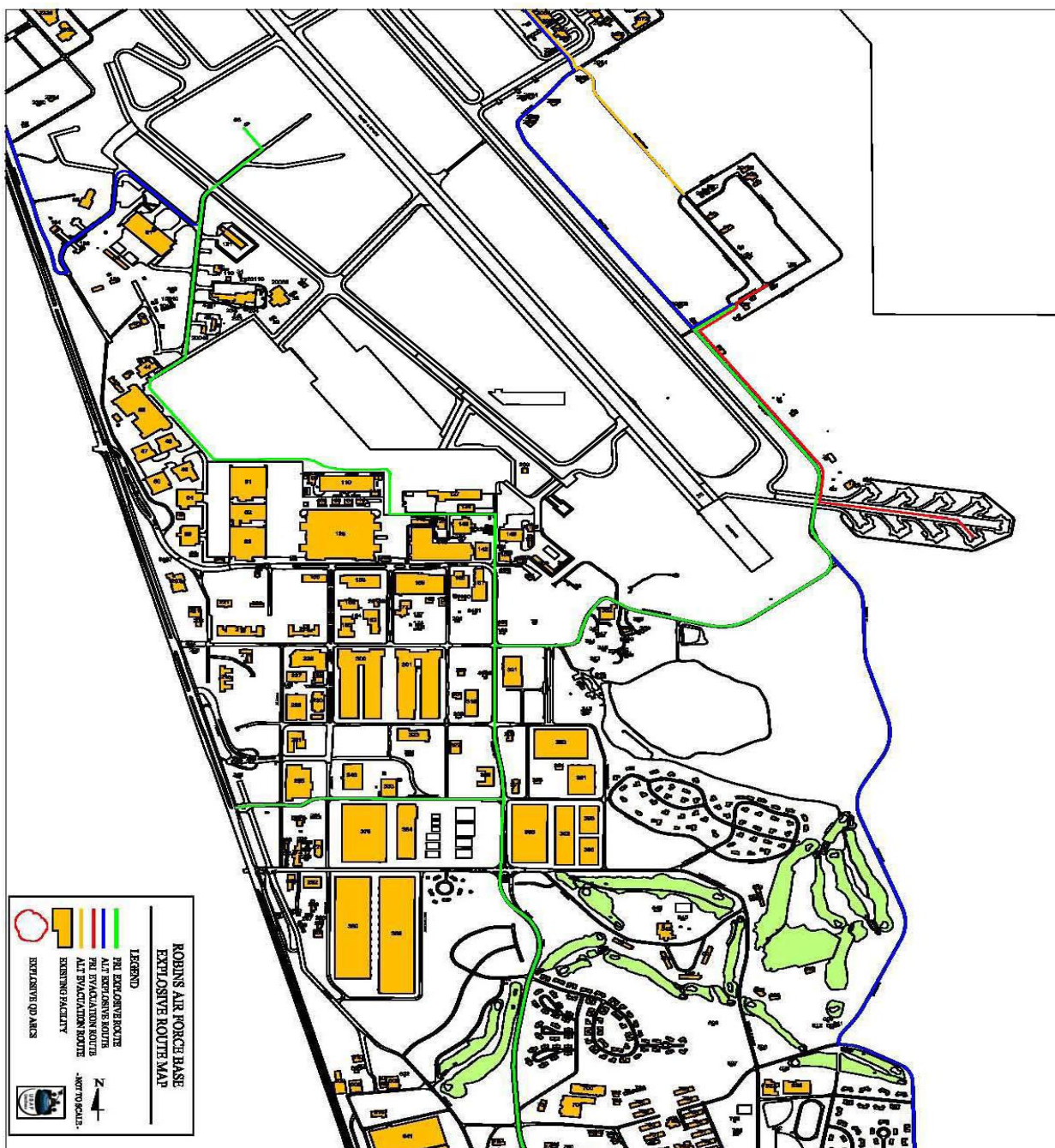
Table A5.1. Command Post

	YES	NO
1. Contact receiving unit: For DODAAC FV2060 or FV2067 contact PPO, Primary: DSN 472-0119, Alternate: 478-808-8439; For DODAAC FX2066 or FX2372 contact WR-ALC/GRQ, DSN 468-8678 or DSN 468-8670; For FB2065 or otherwise marked as DLA contact DLA, DSN 468-7193 or DSN 468-0833		
2. Advise SFS BDOC of Security Requirement, Phone DSN 468-2187		
3. Advise 78 ABW/SE, Phone DSN 468-3430 in case of emergency		
4. Advise fire department at start/completion of movement, Phone DSN 468- 3487		
5. Advise 78 OSS Airfield Management, Phone DSN 468-2114		

Attachment 6

MUNITIONS EXPLOSIVE ROUTES (FOUO)

Figure A6.1. Munitions Explosive Route



Attachment 7

DEPARTMENT OF DEFENSE FORM 626 INSPECTION CHECKLIST

Table A7.1. Department of Defense Form 626 Inspection Checklist

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)											
(Read Instructions before completing this form.)											
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.						1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION 1 - DOCUMENTATION				ORIGIN a.				DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION											
3. DATE/TIME OF INSPECTION											
4. LOCATION OF INSPECTION											
5. OPERATOR(S) NAME(S)											
6. OPERATOR(S) LICENSE NUMBER(S)											
7. MEDICAL EXAMINER'S CERTIFICATE*											
8. (X if satisfactory at origin)										9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*	
a. MILITARY HAZMAT ENDORSEMENT				d. ERG OR EQUIVALENT COMMERCIAL:				YES		NO	
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR		YES NO	
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				b. TRAILER			
SECTION II - MECHANICAL INSPECTION											
All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.											
10. TYPE OF VEHICLE(S)						11. VEHICLE NUMBER(S)					
12. PART INSPECTED (X as applicable)		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
		SAT		UNSAT		SAT		UNSAT			
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM					
b. HORN OPERATIVE						l. BRAKE SYSTEM*					
c. STEERING SYSTEM						m. SUSPENSION					
d. WINDSHIELD/WIPERS						n. COUPLING DEVICES					
e. MIRRORS						o. CARGO SPACE					
f. WARNING EQUIPMENT						p. LANDING GEAR*					
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS						s. TARPULIN*					
j. FUEL SYSTEM*						t. OTHER (Specify)					
13. INSPECTION RESULTS (X one) ACCEPTED						REJECTED					
(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)											
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X one) ACCEPTED						REJECTED					
15. REMARKS											
16. INSPECTOR SIGNATURE (Origin)						17. INSPECTOR SIGNATURE (Destination)					
SECTION III - POST LOADING INSPECTION											
This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.											
		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
		SAT		UNSAT		SAT		UNSAT			
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR											
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT											
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT											
21. PROPER PLACARDS APPLIED											
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS											
23. COPY OF DD FORM 626 FOR DRIVER											
24. SHIPPED UNDER DOT SPECIAL PERMIT 868											
25. INSPECTOR SIGNATURE (Origin)						26. DRIVER(S) SIGNATURE (Origin)					
27. INSPECTOR SIGNATURE (Destination)						28. DRIVER(S) SIGNATURE (Destination)					

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 383.

Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.

Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 inspection.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (12.a. through 12.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

INSTRUCTIONS

SECTION II (Continued)

i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393.24, 25, and 26)

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83)

k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83)

l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55)

m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 393.207)

n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 393.70 and 71)

o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 393.84)

p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.

SECTION II (Continued)

q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes. (49 CFR 393.75)

r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely. (49 CFR 177.835(h))

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))

t. Other Unsatisfactory Condition. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials.

Item 14. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. The DTTS Message Display Unit, when operative, will display the signal "DTTS ON". The munitions carrier driver, when practical, will position the DTTS message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTTS ON" message without climbing aboard the cab of the motor vehicle.

SECTION III - POST LOADING INSPECTION

General Instructions.

All items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.

Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.

Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.

Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.

Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR 172.504.

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR 172.201 and 202. For shipments transported by Government vehicle, shipping paper will be DD Form 836.

Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.

Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Special Permit 868, ensure that shipping papers are properly annotated and copy of Special Permit 868 is with shipping papers.

